

MUSC CLASSROOM AND CONFERENCE SCHEDULING POLICY

Centrally scheduled rooms are those used to support the mission of the University, to include academic courses and events, training sessions, grand rounds, and institutionally supported meetings and conferences. The Medical University of South Carolina Office of Instructional Technology and Faculty Resources (ITFR), provides audio visual (AV) and scheduling support for rooms under the auspices of the Executive Vice President for Academic Affairs/Provost. A listing of centrally scheduled rooms, their availability, scheduling options and guidelines may be found via the ASTRA Schedule system at <https://www.aaiscloud.com/MedicalUSC/Portal/GuestPortal.aspx>

Prioritization for Use

Because space is at a premium, prioritization by purpose of use is required for everyone within the MUSC enterprise. Priority order:

1. Classes with official university course numbers assigned through the Registrar's Office (including exams and institutional events such as orientation, convocation and graduation). See Scheduling Dates below.
A class with Distance Education (DE) needs can bump a class in a DE room that does not use the DE technology. Astra Scheduling denotes rooms with DE capability
2. Academic events, Grand Rounds, training and conferences.
First: Grand Rounds, Center for Academic Excellence student tutoring
Second: Graduate Medical Education, and other colleges' Residents, Post Docs and Fellows
Third: Academic training sessions, colleges' academic organizations and student organizations
Fourth: Conferences (*see Conference Rules and Criteria below*)
3. All other enterprise sponsored general meetings, training and events

Scheduling Dates (approximate date range)

Priority 1 classrooms

- Fall Semester: June 25-July 14
- Spring Semester: October 25-November 14
- Summer Semester: March 25-April 14

Priority 2 and 3 events, training sessions, meetings

- Fall: Beginning July 15 for August 12-December 31
- Spring: Beginning November 15 for January 1-May 11
- Summer: Beginning April 15 for May 12-August 10

As noted above, university courses assigned through the Registrar's Office take priority for scheduling of classrooms. These dates reflect the protected time set up to accommodate all college classroom requests for each semester. Other classroom requests may be submitted AFTER the dates indicated for each semester. Special consideration and scheduling rights will be given to academic events that occur on an annual basis such as: *White Coat ceremonies, new-student orientations, standardized testing, Faculty Convocation, Commencement-related events, Ernest Just Symposium, Student Research Day, etc.* Space for these types of events may be requested a year in advance, and the request may be submitted at any time. Special consideration in the form of scheduling a year in advance is also available for select academic events (e.g., Grand Rounds) that occur outside of the normal prime time dates/hours for classes (Monday-Friday 8:00am-5:00pm).

Personnel Who May Schedule a Room

Medical University of South Carolina faculty and staff are authorized to request rooms via the ASTRA scheduling system.

Rules for Room Usage

To ensure appropriate use and access of space, the standards below are applied for all centrally scheduled rooms on campus:

1. Respect MUSC physical space and property in these rooms in terms of noise and cleanliness.
2. Maintain good order and consideration for those using adjacent spaces as well as groups that follow your event.
3. To accommodate academic schedules, all scheduled events must vacate a room 10 minutes prior to the half hour that the event was scheduled. (*Example: if an event was booked until 4:00 PM, the room must be vacated by 3:50 PM. If an event ends at 4:30 PM, the room must be vacated by 4:20 PM.*)
4. The use of food or beverage is limited to specific centrally scheduled rooms. Check the schedule for permitted spaces. Arrangements must be made to clean the space at the end of the event. Contact MUSC Housekeeping to schedule cleaning. See more specific guidelines below.

Food and Beverage Guidelines

Food and beverages are prohibited in the following rooms unless the requestor pays the Food and Beverage fee:

Drug Discovery Building (DDB) Room 110

Bioengineering (BEB) Room 110

BEB Room 112

Basic Science Building (BSB) Room 202

Storm Eye Auditorium

This includes the lobbies of these buildings, unless the organizers pay a non-refundable fee of \$100. All fees will be paid to the MUSC Office of Instructional Technology and Faculty Resources (ITFR) within 30 days of reserving the space. Contact MUSC Housekeeping to make sure garbage is removed prior to the following day. These fees do not include charges that are incurred to cover the cost of AV support and maintenance for a conference.

Use of Biohazardous Materials

All laboratory biological specimens are regarded as hazardous and are prohibited in MUSC centrally scheduled rooms. Events involving laboratory biological specimens are restricted to a laboratory environment. (*Examples include: blood draws and suture clinics*)

Conference Rules and Criteria

Conferences will receive priority scheduling for Fridays. Conference priority is for large spaces on campus and can be reserved up to, but no more than, 12 months in advance. It is required, that a conference organizer/coordinator give at least a 60-day notice and must also provide a brochure of the event. If classes are scheduled on a Friday in a room requested for a conference, the class will be relocated for that day.

Rooms Suitable for Conferences:

- DDB Auditorium 110
- BEB Auditorium 110

- BEB Classroom 112
- BSB Auditorium 100
- Baruch Auditorium
- Storm Eye Auditorium

Specific criteria must be met for an event or meeting to be considered a conference since a class may be required to relocate to accommodate a conference. Room rental fees will apply to all conferences for maintenance and clean-up of the space. Internal and External conferences will incur fees. Fees are as follows: Internal (*Example: MUSC Center for Global Health Conference*) \$100/Large room and \$50/Small room. External (*Example: Tri County CDI Conference*) \$200/Large room and \$100/Small room. A conference is defined as any event meeting the following criteria:

1. Attendees coming from out of town
2. Attendees paying to attend or organizer paying a speaker to attend
3. Conference duration of at least 7 hours
4. Expected attendance of at least 75% of requested room capacity

Central Audio/Visual Support

Audio/Visual (A/V) support for the classrooms is available during the work hours of 7:00 AM – 5:00 PM, Monday through Friday. In case of emergencies, a classroom hotline is available at 843-792-9000. For conferences, if an A/V technician is needed to remain in the room throughout the conference, a fee of \$50/hour must be paid via IIT or check to MUSC ITFR. For weekend conferences, an A/V technician may provide support for \$100/hour, dependent upon their availability.